



Dungells Lane, Yateley, Hampshire GU46 6EY  
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*Headteacher: Mr William Neighbour*

## **ELSA (Emotional Literacy Support Assistant)/HLTA**

- **Job Start Date:** As soon as possible
- **Contract/Hours:** Permanent, 33.75 hours per week
- **Salary Type:** Support Staff
- **Salary Details:** EHCC Grade D, £21,778 to £24,476 FTE, Pro rata £17,428 to £19,588
- **Hours of Work:** Monday to Friday, 08:15-15:30, 45.62 paid weeks per year
- **Application Closing Date:** Wednesday 21<sup>st</sup> September 2022 – 12 Noon
- **Interview date:** To be confirmed

### **Job/Person Summary**

Newlands Primary School is a wonderfully warm and welcoming school with 175 fantastic children who are polite and enthusiastic about their learning.

We are currently seeking to appoint an ELSA/HLTA who is highly committed, enthusiastic and passionate about supporting children's emotional, social and learning needs, to join our Team.

The emotional literacy support role involves supporting children with their emotional needs delivering a range of ELSA programmes including bereavement, family breakup, self-esteem, anxiety, anger management, attachment, friendship and emotions. This part of the role will also involve working with pupils with special needs and includes providing administrative support for the SENCo.

In addition, the HLTA role involves taking whole class responsibility for teaching and learning, as directed by the teacher, for two days per week to cover PPA/Management time, working across EYFS to Year 6.

### **The successful candidate will have the following attributes:**

- NVQ3 for Teaching Assistants or equivalent qualification or experience (and a minimum of 2 years' relevant experience in a teaching/learning/child support working environment).
- Empathic.
- A can-do attitude with high aspirations for themselves, our children and staff.
- Excellent communication and interpersonal skills.
- Experience of supporting children in KS1 and/or KS2.
- Experience of supporting children to make good choices.
- Experience of supporting children with a variety of SEND would be advantageous.
- Good organisational ability.
- Ability to encourage and motivate children to do their very best.
- Be calm, flexible, positive and resilient.
- Able to work as a member of a team using their initiative.
- Be professionally discreet and have an understanding of confidentiality and safeguarding procedures.

**In return we can offer:**

- Professional development opportunities.
- Supervision with HIEPS for the ELSA role.
- Happy and positive learners, who want to achieve their best.
- Supportive, proactive and friendly staff, governors and school community.
- A “Good” school recognised by Ofsted February 2022.

Visits to the school are **strongly** encouraged and welcomed. If you are interested in arranging a visit please contact Mrs Jackie Moore, School Business Manager, in the first instance.

**Application Procedure**

Please email the Business Manager, Jackie Moore ([J.Moore@newlands.hants.sch.uk](mailto:J.Moore@newlands.hants.sch.uk)) for an application pack, which will be sent to you electronically, or call on 01252 87118 to arrange a visit to the school.